

~~EYES ONLY~~

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MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, CSP

SUBJECT 25X1A9a : Recommendation for Promotion -  
[REDACTED]  
GS-6 to GS-7

1. The purpose of this memorandum is to recommend personnel action for the promotion of [REDACTED] from GS-6 to GS-7.

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25X1A9a 2. [REDACTED] has been on duty with the Administrative Staff of Office of Research and Development for approximately 26 months. During this period, the staff has expanded from a ceiling of 4 to 14 with a commensurate increase in the staff workload, due to new procedures and new requirements. These requirements have increased the workload and the responsibilities of [REDACTED] and she has responded in an exemplary manner.

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25X1A9a 3. At present, she is functioning as an Administrative Assistant supervising the clerical staff of the Administrative Office. [REDACTED] is also Recording Secretary for ORD Career Service Panel, Personnel Assistant and Assistant Top Secret Control Officer.

4. Her experience has been an invaluable asset to the Administrative Office. Devotion to her work and loyalty to the office characterize her performance. She has worked many hours of uncompensated overtime in order to complete work to meet her standards.

5. It is therefore recommended that [REDACTED] be promoted from GS-6 to GS-7 at the earliest possible date.

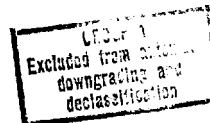
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25X1A9a  
[REDACTED]

Personnel Officer  
Office of Research and Development

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SUBJECT: Recommendation for Promotion -

GS-6 to GS-7

25X1A9a

RECOMMEND APPROVAL:

\_\_\_\_\_  
Chairman, Special Panel, CSP

\_\_\_\_\_  
Date

APPROVAL:

25X1A9a

\_\_\_\_\_  
Director of Research and Development

8 MAR 1968

\_\_\_\_\_  
Date

Distribution:

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